

22 May 1981

MEMORANDUM FOR THE RECORD

SUBJECT: Logistics--IMS Meeting on Procurement Issues--19 May 1981

REFERENCE: Memo for DDA from C/IMS, [] dated 5 May 1981,
Subject: DDO Field Operational/Information Security Program

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1. This notes for the record our meeting to smooth out arrangements for procurement of (a) Headquarters word processing equipment and (b) CRAFT equipment for overseas. Messrs [] represented Logistics; Messrs [] and myself represented IMS. We concentrated on three issues: processing of requests for Headquarters word processors; acquisition of CRAFT overseas equipment by sole source or competitive bid; and acquisition of CRAFT-type equipment in FY 1981 for three test-beds.

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2. Headquarters Word Processing. Procurement Division, OL is anxious to receive the formal justifications to support word processing recently delivered to IAD/EA Divisions. We promised this within two weeks. Office of Logistics agreed to supply an officer to assist in future such emergency justifications. We thought it could be useful to include a Logistics officer in the preparation of the NE justification. If we find we need Logistics help, we will ask for it. Procurement Division did not think that such justifications would be complicated. We pointed out that part of the introduction of word processing to Headquarters involves familiarizing operations officers as well as secretaries with the equipment. The program also starts from the premise that we do not want to automate existing functions, unless the functions and workflow are valid from an information management standpoint. Therefore, the professional/clerical use issue alone, or in combination with workflow analysis, makes measuring the current process irrelevant. It is exceedingly difficult to provide numerical justifications on savings in manpower or in correspondence preparation as isolated considerations. Logistics representatives indicated in turn that justifications need not be inordinately detailed. (In issues of bigotted operations or areas involving Presidential findings, the Office of Logistics said they can forego a detailed justification provided, at a minimum, the Director of Logistics is briefed.)

3. From our side it was observed that emergency requests for word processing equipment followed from the absence of a Headquarters standard word processor. We had understood an interim standard would be identified by now and had held up requesting word processing equipment for that reason. With the interim or final standard word processor delayed

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until the end of this year, we are forced to take the steps we did with IAD and NE. We emphasized that this was all leased equipment; it was recognized that different equipment might replace this leased equipment once the Agency standard was identified.

4. CRAFT. Logistics has received both an advance draft of our requirements definition paper and reference. They will have reviewed them within two weeks and identified to us any issues for clarification. Logistics pointed out their estimate that the technical justifications used in reference to justify sole source probably would not suit Logistics because they might not pass GSA audit. Perhaps the best justification might be to cite benefits of commonality with the Department of State which was already buying Wang equipment. That will require State concurrence. A Procurement officer will meet with the Department of State representative to clarify how far State has gone on acquisition of Wang equipment for classified applications. It was agreed that an IMS representative should attend this meeting with the Department of State. Office of Logistics pointed out that a Procurement officer could not assist in the preparation of sole source justification because the same office must approve the sole source request. However, Office of Logistics did volunteer to supply a Logistics officer with excellent experience in this area--a [redacted]--to assist in the preparation of sole source justification for overseas CRAFT.

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5. In discussing the sole source issue, the Office of Logistics made it clear that competitive bid is much to be preferred over sole source. A competitive bid, even if the result is not Wang, in their view, will invalidate pressure from Congress, OMB and the Comptroller to use common equipment with the Department of State. It was agreed that we will continue working on sole source justification, subject to the outcome of our meeting with the Department of State and contingent upon the good offices of Mr.

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[redacted] to assist us in the preparation of sole source justification. At the same time we will review in parallel the appropriateness of a competitive bid on this issue. In either case Procurement was confident that the process could be completed, and equipment could be purchased in October 1981, provided a decision is made by early June either via sole source request or competitive bid. [redacted] will be the Contracting Officer in either case. We pointed out that we will want especially close contact with [redacted] or his designee, who must have some "hands-on" experience with our test-beds, development center, and in our Field Automation Office.

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6. Logistics asked what role ODP and the Information Architect played in overseas CRAFT. We responded that ODP and [redacted] had both been thoroughly briefed. The Deputy Director for Operations reserves authority for word processing--ADP technology for his field Stations. (N.B. ODP authorities in [redacted] dated August 1975 do not encompass overseas ADP applications. The Headquarters Notice assigning the Information Architect with broad overview of information systems was not coordinated with or agreed to by the DO.)

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7. TEST-BEDS. It was observed that field experience with the Wang systems could significantly help in the preparation of a sole source justification. We already have experience with Delta Data and Vydec. We have an immediate requirement and funds for the provision of classified word processing equipment to [redacted] We expect to receive funded authority to supply word processing equipment to [redacted] sometime this summer. We also expect, before the end of this fiscal year to have received funds to supply word processing equipment to [redacted] After some discussion of this issue, it was commonly agreed that these three sites constitute legitimate test-bed sites for Wang word processing systems and that the request for these should be submitted using the test-bed justification. We will prepare that paper immediately.

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Deputy Chief, Information Management Staff